

## **CHAPTER 1 — GENERAL ADMINISTRATION**

### **ARTICLE 1 — ORGANIZATION**

*Revised August 2006*

**[11010.1 through 11010.6 are unchanged]**

#### **11010.6.1 Office of Civil Rights**

*Revised March 14, 2011*

The Assistant Secretary, Office of Civil Rights (OCR), serves as an advisor to the Secretary on policies and procedures for accomplishing the OCR mission in accordance with State and federal law. The mission of the OCR is to ensure Equal Employment Opportunity (EEO) for all applicants and employees, to promote a professional work environment free from discrimination and harassment, and to conduct training and timely investigations in compliance with civil rights laws and CDCR policy.

The OCR serves the Department by providing information and assistance regarding discrimination, procedures for filing complaints, developing and implementing non-discrimination policies and ensuring compliance with these policies by all employees. This office develops prevention strategies for a work environment free from discrimination, harassment, retaliation, and facilitates resolution of complaints filed with the U.S. Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing, in addition to complaints filed internally. The OCR provides technical assistance and training to EEO Counselors, EEO Coordinators, managers, and supervisors in complying with State and federal statutes, regulations, and departmental policy relating to civil rights.

The OCR coordinates the activities of the Disability Advisory Committee, which serves as an advisory body to the Secretary, on issues affecting employment opportunities and equitable treatment for all employees, applicants, and volunteers with disabilities.

**[11010.6.2 through 11010.23 are unchanged]**